

**HIGHER EDUCATION DEPARTMENT**

The 7th August, 2014

**No. KW 20/36-2011 UNP(5).**—In exercise of the powers conferred by Sub-section (5) of Section 31 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Shree Guru Gobind Singh Tricentenary University, Budhera, Gurgaon to frame its Subsequent Statues.

S. S. PRASAD,

Additional Chief Secretary to Government Haryana,  
Higher Education Department, Chandigarh.

## CHAPTER 7

### **Other Officers of the University—Creation of Posts of Pro Vice Chancellor, Dean, Research and Development, Dean, Academic Affairs, Dean, Students Welfare and Proctor, their Appointment, Powers and Functions**

45. Short Title, Scope and Commencement (i) The subsequent Statutes mean the Subsequent Statutes of Shree Guru Gobind Singh Tricentenary University, Gurgaon, Haryana.
- (ii) The subsequent Statutes shall come into force with effect from the date of publication in official gazette.
46. Definitions (i) "Pro Vice Chancellor" shall mean the Pro Vice-Chancellor of Shree Guru Gobind Singh Tricentenary University, Gurgaon.
- (ii) "Dean, Research, and Development" shall mean the Dean, Research and Development of Shree Guru Gobind Singh Tricentenary University, Gurgaon.
- (iii) "Dean, Academic Affairs" shall mean the Dean, Academic Affairs of Shree Guru Gobind Singh Tricentenary University, Gurgaon.
- (iv) "Dean, Students Welfare" shall mean the Dean, Students Welfare of Shree Guru Gobind Singh Tricentenary University, Gurgaon.
- (v) The other definitions shall be the same as in the 1st Statutes of the University.
47. Pro Vice Chancellor, Appointment, Powers & Functions (i) The Pro Vice Chancellor shall be appointed by the Chancellor on the recommendation of the selection committee constituted for this purpose. He shall hold office for a period of three years: Provided that the Pro Vice Chancellor shall continue to hold the office even after the expiry of term till the new Pro Vice Chancellor joins. Provided further that this period shall not exceed one year in any case. Also provided further that in case of an emergency like illness, long absence, resignation or due to another reason the Vice Chancellor shall assign the duties of the Pro Vice Chancellor to Senior Professor/Registrar or any other competent authority of the University, if required. However, this period of interim arrangement shall not exceed one year.
- (ii) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Pro Vice Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, require the Pro Vice Chancellor to relinquish/leave his office from such date as may be specified in the order:
- Provided that before taking an action under this sub-section, the Pro Vice Chancellor shall be given an opportunity of being heard.

48. **Dean, Research & Development, Appointment, Powers & Functions**
- (iii) The Pro Vice Chancellor shall exercise such powers, duties and functions as are assigned to him/her by the Vice Chancellor from time to time.
  - (i) The Dean, Research and Development shall be appointed by the Vice Chancellor in consultation with the Chairperson of the Sponsoring Body on such terms and conditions as prescribed by him/her. He/she shall hold office for a period of three years:
 

Provided that the Dean, Research and Development shall continue to hold the office even after the expiry of term till the new Dean, Research and Development joins:

Provided further that this period shall not exceed one year in any case.

Also provided further that in case of an emergency like illness, long absence, resignation or due to another reason the Vice Chancellor shall assign the duties of the Dean, Research and Development to Senior Professor/Registrar or any other competent authority of the University, if required.

However, this period of interim arrangement shall not exceed one year.
  - (ii) If, at any time upon representation made or otherwise and after making such inquiry as may be deemed necessary, the situation so warrants and if the continuance of the Dean, Research and Development is not in the interests of the University, the Vice Chancellor may, by an order in writing stating the reasons therein, require the Dean, Research and Development to relinquish/leave his office from such date as may be specified in the order.
  - (iii) The Dean, Research and Development shall exercise such powers, duties and functions as are assigned to him/her by the Vice Chancellor from time to time.
49. **Dean, Academic Affairs, Appointment, Powers & Functions**
- (i) Dean Academic Affairs, shall be appointed by the Vice Chancellor in consultation with the Chancellor from the Senior Teachers who shall not be below the rank of a Professor. He shall hold office for a period of three years. However, he/she may be removed from the post at any time, by providing him an opportunity of hearing, in case the Chancellor/Vice Chancellor is satisfied that his/her further continuance in the office will be detrimental to the cause for which he /she has been appointed or detrimental to the interests of the University.
  - (ii) The Dean, Academic Affairs may be reappointed for another term following the same procedure as in clause (i) above.
  - (iii) When the office of the Dean, Academic Affairs falls vacant or when he/she is, by reason of illness or long absence or due to any other reason, unable to perform his/her duties, the same shall be performed by such person as the Vice-Chancellor, may in consultation with the Chancellor, appoint for the purpose.

- (iv) Duties and Functions of the Dean, Academic Affairs shall be :-
- (a) To co-ordinate and supervise admission of students made by the Boards of Control to the various University Departments;
  - (b) To submit to the Academic Council timetables of all University classes including evening classes, diploma courses, etc. and list of holidays and to see that the same are properly pursued;
  - (c). To arrange the accommodation of all University classes including evening classes, diploma courses, etc;
  - (d) To see that discipline and routine of work in all University classes, including evening classes, diploma courses, etc. is maintained in accordance with the wishes and decision of the Academic Council;
  - (e) To exercise control, in respect of matter specified in (d) above, over the functioning of the University teaching departments, through the Heads of the Departments;
  - (f) To co-ordinate wherever necessary, the work of the teaching staff of the University teaching departments in consultation with the Heads of the Department;
  - (g) To make recommendations to the Vice-Chancellor in regard to grant of privilege leave and to suggest consequential arrangements in all University classes including evening classes, diploma courses, etc;
  - (h) To make arrangements for extension lectures and to recommend to the Vice-Chancellor delegates to the various conferences;
  - (i) To carry out any other function and duties as assigned by the Chancellor/Vice-Chancellor from time to time.

50. Dean, Students Welfare,  
Appointment,  
Powers & Functions
- (i) Dean, Students Affairs, shall be appointed by the Vice-Chancellor in consultation with the Chancellor from the Senior Teachers who shall not be below the rank of a Professor. He/she shall hold office for a period of three years. However, he/she may be removed from the post at any time, by providing him/her an opportunity of hearing, in case the Chancellor/Vice Chancellor is satisfied that his/her further continuance in the office will be detrimental to the cause for which he /she has been appointed or detrimental to the interests of the University.
  - (ii) The Dean, Students Welfare may be reappointed for another term following the same procedure as in clause (i) above.
  - (iii) When the office of the Dean, Students Welfare falls vacant or when he/she is, by reason of illness or long absence or due to any other reason, unable to perform his/her duties, the same shall be performed by such person as the Vice Chancellor, may in consultation with the Chancellor, appoint for the purpose.

- (iv) Duties and Functions of the Dean, Students Welfare shall be :—
- (a) To establish and maintain a department of Students Welfare, take care of the welfare of the students of the University, keep track of the placement of students;
  - (b) To make arrangement to ensure suitable housing facilities for students;
  - (c) To communicate with the guardians of the students concerning the welfare of students;
  - (d) To obtain travel facilities for the students from competent authorities;
  - (e) To assist the students in obtaining Scholarships, Studentships etc.; by giving them information relating thereto;
  - (f) To organize events relating to extra-curricular/co-curricular activities;
  - (g) To arrange to get periodic feedback from students in various areas of University functioning and liaise with Registrar/ Vice Chancellor for such action, as necessary;
  - (h) To continue small and appropriate committees consisting of teachers and/or students to perform specific activities related to his/her charter of duties;
  - (i) To redress grievances of students with the co-operation of other officials as per the statutes/ ordinances of the University;
  - (j) To be overall in-charge of discipline.
- (v) The Dean, Students Welfare shall perform such other duties and functions as assigned by the Chancellor/Vice Chancellor or any other authority from time to time.
1. Proctor  
Appointment,  
Powers & Functions
- (i) Proctor, shall be appointed by the Vice Chancellor in consultation with the Chancellor from the Senior Teachers who shall not be below the rank of a Professor. He/she shall hold office for a period of three years. However, he/ she may be removed from the post at any time, by providing him/ her an opportunity of hearing, in case the Chancellor/Vice Chancellor is satisfied that his/her further continuance in the office will be detrimental to the cause for which he /she has been appointed or detrimental to the interests of the University.
  - (ii) The Proctor may be reappointed for another term following the same procedure as in clause (i)-above.

(iii) When the office of the Proctor falls vacant or when he/she is, by reason of illness or long absence or due to any other reason, unable to perform his/her duties, the same shall be performed by such person as the Vice Chancellor, may in consultation with the Chancellor, appoint for the purpose.

(iv) Duties and Functions of the Proctor shall be :—

- (a) To monitor the disciplinary climate prevailing in the student community;
- (b) To take preventative steps such as issue of notices, warnings, instructions regulating certain acts and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
- (c) To independently collect relevant facts about the incidents of indiscipline, evaluate the evidences and to decide/recommend the quantum of punishment to be imposed on the erring student(s) wherever considered necessary. The Proctor may place the relevant information before the Vice Chancellor or the Proctorial Board for their decision;
- (d) To issue all orders relating to disciplinary proceedings against students;
- (e) To maintain Liaison with District Administration in matters regarding the Law and Order situation on the University Campus;
- (f) To perform such other functions as assigned to him by the Vice Chancellor from time to time.

52. Abolition of Post(s)

(i) If at any time it is found that the continuation of Post(s), created by way of subsequent Statutes under Section 31 of Haryana Private Universities Act, 2006, and the circumstances warrant that the abolition of this/these post(s) is/are expedient in the interest of the University, the same can be abolished by following the same procedure as prescribed for the creation of post (s). The officer (s) holding the post (s) shall automatically cease to hold the same with its/their abolition.